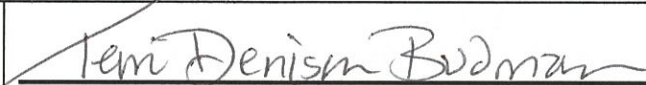



<b>OHEF SHOLOM TEMPLE</b>		<b>Policy and Procedure</b>
<b>Name of Policy:</b>	<b>175th Campaign Allocation &amp; Spending Plan</b>	
<b>Policy Number:</b>	BOARD	
<b>Department:</b>	Board of Directors	
<b>Purpose:</b>	Provide clarity on how funds raised for the 175th Campaign are allocated and can be spent.	
<b>Effective Date:</b>	November 21, 2019	
<b>Last Rev. Date:</b>		

<b>Required Signatures:</b>	 <hr/> Board President
	 <hr/> Board Secretary

<b>Definitions:</b>	<p>Ohef Sholom Temple 175th Anniversary Campaign Dedicated Fund is to be used to commemorate the 175<sup>th</sup> Anniversary of Ohef Sholom Temple and provide resources to help sustain its future. The immediate usage of the Fund may include: (1) current Temple operating budget support to supplement annual support from the Ohef Sholom Foundation, where endowment funds are expected to increase with on-going legacy gifts and commitments, and (2) capital improvements and facility maintenance expenses as may be determined by the Temple to help preserve the facility for current and future service to the community.</p> <p>The usage and purpose of the Fund may occur over both short and longer term horizons and its access shall be as determined as action of the Temple's Board of Directors.</p>
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<b>Policy:</b>	<ol style="list-style-type: none"> <li>1. Funds raised in the 175th Campaign will be allocated into 4 different funds, which should remain separated: <ol style="list-style-type: none"> <li>a. <i>Capital Needs</i> - <ol style="list-style-type: none"> <li>i. <i>Definition</i> - \$950,000 will be designated for Capital Needs, which will replace budgeted Maintenance Reserve for years 3 through 7. Beginning in year 8, the Temple budget will resume an annual allocation to fund the Maintenance Reserve.</li> <li>ii. <i>Guidelines for spending</i>: House Committee would request, and F&amp;D would approve.</li> </ol> </li> <li>b. <i>Special Initiatives Fund</i> - <ol style="list-style-type: none"> <li>i. <i>Definition</i>: The Special Initiatives Fund should be utilized for needs defined in the Long-Range Plan so that programs or personnel supported by this Fund have strategic impact on Ohef Sholom Temple. Requests should demonstrate the impact on and enhancement of the overall experience of congregants at the</li> </ol> </li> </ol> </li> </ol>
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	<p>Temple. Ultimately, the goal is for programs to help retain congregants and attract new ones.</p> <ul style="list-style-type: none"> <li>ii. <i>Guidelines for spending requests for the Special Initiatives Fund:</i> <ul style="list-style-type: none"> <li>1. Clergy, senior staff or Temple Committees can request money from the Special Initiatives Fund by submitting a Pro-Forma to the Finance &amp; Development Committee. Such requests should clearly articulate how the proposed use of the dollars meets the Fund’s objectives defined above.</li> <li>2. Requests should demonstrate the impact on and enhancement of the overall experience of congregants at the Temple. Ultimately, the goal is for programs to help retain congregants and attract new ones.</li> </ul> </li> <li>c. <i>Budget Fund -</i> <ul style="list-style-type: none"> <li>i. <i>Definition -</i> This Fund will be used to bridge the budget deficit. Annual allocations from this fund would be capped at \$80,000 unless the Board approves a special exception to exceed that amount.</li> <li>ii. <i>Guidelines for spending -</i> No request needed as the Budget Committee can include up to \$80,000 from this fund in the Temple’s annual operating Budget.</li> </ul> </li> <li>d. <i>Campaign Expenditure Fund -</i> This Fund covers the cost of raising money for the 175<sup>th</sup> Anniversary Campaign, which includes feasibility study, consultant &amp; marketing fees. These expenses are already calculated. Unused funds at the end of the campaign, if any, will be allocated to the Budget Fund.</li> </ul>
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<b>Procedure:</b>	<ul style="list-style-type: none"> <li>1. Funds would be requested as follows: <ul style="list-style-type: none"> <li>a. House Committee would request funds for <i>Capital Needs</i>, and F&amp;D would approve.</li> <li>b. Clergy, senior staff or Temple Committees can request money from the Special Initiatives Fund by submitting a Pro-Forma to the Finance &amp; Development Committee.</li> </ul> </li> </ul>
<b>Related Policies:</b>	Ohef Sholom Temple 175th Anniversary Campaign Dedicated Fund